

## Minutes of crew safety meeting (continued)

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## WISHA Services

Phone: 1-800-4BE-SAFE Web: [www.LNI.wa.gov/safety](http://www.LNI.wa.gov/safety)



# Crew safety meetings

## For general industry

You may hold crew safety meetings in place of using the safety and health committee plan, if you employ:

- Ten or fewer employees, or
- Eleven or more employees who work on different shifts, if 10 or fewer employees work on each shift, or
- Crews of 10 or fewer employees who work in widely dispersed locations.

**Crew safety meetings must be held at least once a month. At your meetings, you must:**

- Review safety and health inspection reports. This will help correct safety hazards.
- Evaluate accident investigations conducted since the last meeting to determine if the causes of the unsafe situation were identified and corrected.
- Evaluate the workplace accident prevention program and discuss recommendations for improvement if needed.
- Take minutes. Document everyone in attendance and the subjects discussed.

## For the construction industry

Crew safety meetings must be held at the beginning of every job and at least weekly thereafter.

**In these meetings, you must:**

- Review reports of walk-around safety inspections conducted since the last safety meeting.
- Review any citations received so that hazards can be corrected and prevented.
- Evaluate accident investigations conducted since the last meeting to determine if the causes of the unsafe situation were properly identified and corrected.

- Document attendance and the subjects discussed.
- Prepare minutes of each meeting. Keep them for at least one year and make them available for review by Labor and Industries, if requested. Keep minutes in a location where the majority of the employees of each construction site report for work each day.

## For construction and general industry

The job supervisor or someone else designated by management is responsible for leading the discussion during crew-safety meeting. Meetings will be most useful if you do the following:

- Discuss and/or demonstrate proper equipment operation for any new equipment or equipment involved in an accident.
- Discuss and/or view physical changes in the job site, changes in job procedures, new job assignments or other conditions that may affect employees.
- Involve employees in establishing safety procedures, which promotes cooperation and improves the prospects for self-enforcement.

## Tips for meeting leaders

- Hold the meetings at the worksite in a relaxed atmosphere preferably at the beginning of the week when your workers are rested.
- Restrict discussions to the work at hand and to proper safety methods for accomplishing the work.
- Open the session with the subjects to be covered, limiting the discussion to a few items. Focusing on problem areas should be the priority.

# Minutes of crew safety meeting

*You may use this form to prepare minutes for your crew safety meeting.*

**Company name/address:**

**Meeting date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Number of employees present:** \_\_\_\_\_

**Meeting leader:** \_\_\_\_\_

**What we discussed:**

*If you need more room for meeting minutes, use another piece of paper and attach it to this form.*

**Who attended the meeting:**

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